

ENROLLMENT AND REGISTRATION PROCESS

All licensed Adult Foster Care and Homes for the Aged (AFC/HFA) facilities that wish to receive Title XIX funds through the Adult Community Placement (ACP) program **must** be registered as a vendor with the state of Michigan in the Statewide Integrated Governmental Management Application (SIGMA).

Additionally, AFC/HFA providers **must** be enrolled in Bridges and assigned a seven-digit provider ID number. The ID number is used when authorizing a payment to the provider in MiAIMS.

Registration in SIGMA must occur prior to enrolling in Bridges.

Provider Registration in SIGMA

If the AFC/HFA provider needs to register in SIGMA, refer them to the website at www.michigan/SIGMAVSS. If the AFC/HFA provider requires additional assistance with registration, refer them to the SIGMA Vendor Customer Support Center at 888-734-9749.

The provider will be required to submit a W-9, Request for Taxpayer Identification Number and Certification, form electronically. The W-9 must be completed using the same information that is on the license.

Once the provider has successfully registered in SIGMA, they will receive a confirmation email that will include their SIGMA Vendor Code. The worker will need to obtain the vendor code from the provider before submitting a request for the provider to be enrolled in Bridges.

Provider Enrollment in Bridges

To request an AFC/HFA provider enrollment, the adult services worker must do the following:

- Complete the DHS-2351X, Bridges Provider Enrollment/Change Request. Include the provider's SIGMA vendor code and SIGMA address ID on the form. The address ID for adult services provider is 39Y. Select Adult Foster Care

or Homes for the Aged for the service type. The vendor code must be entered in Bridges or **payments will not process**.

- Forward the completed DHS-2351X to the Provider Management Unit at MDHHS-Provider-Management@michigan.gov. After the provider has been enrolled, Provider Management will email the seven-digit provider ID number to the adult services worker.
- Search the Bridges provider ID number in MiAIMS for payment authorizations. **No payment can be authorized until the licensed provider is enrolled in Bridges.**

The identifying information entered in SIGMA must match the information entered in Bridges and on the AFC/HFA provider's license or **payments will not process**.

When an application for adult community placement is received by the local MDHHS office for a resident who is a Medicaid recipient, the licensed facility will be the paid provider unless there are other services in place such as the MI Choice Waiver program; see **ASM-085, Coordination with other Agencies**. If waiver services are in place, the MA personal care supplement **cannot** be approved.

Bureau of Information Tracking System (BITS)

The AFC/HFA licensing system is computerized and provides a database for linking with Bridges. The database the Bureau of Community and Health Systems (BCHS) licensing consultants use is called the Bureau of Information Tracking System (BITS). BITS updates Bridges overnight to reflect any licensing changes. When an AFC/HFA provider is enrolled in Bridges, the licensing data is checked and confirmed between Bridges and BITS. Termination of a license automatically terminates the enrollment in Bridges.

If there are issues with an enrollment of an AFC/HFA provider, check Bridges to see if the license has been issued. If there is no license information located in Bridges, contact the area licensing consultant for more information on the licensee.

Change in License Status

Bridges requires that each licensed facility have their own provider ID number even if they are owned by one corporation. If there is a new owner to an existing licensed facility, the new owner must obtain a new license and be enrolled in Bridges to receive a new provider ID number. The old licensee must still receive payments on their authorized license and provider number until the new licensee obtains their own provider ID. If the old license closes prior to new license being issued, there will be a lapse of payment.

Changes in the status of the AFC license number, address corrections, or tax ID updates are not automatically updated on the ASAP database.

Therefore, it is necessary to monitor any sales of facilities, address changes, or changes in the license type of the facility. The license end date of any previous license must be dated prior to the eligibility begin date of the new license. This is necessary because the system will not accept overlapping dates. License renewal expiration dates do not affect the eligibility end date, but closure of the facility date does.

When a current licensee needs to make Tax ID changes due to owning more than one facility, each facility needs to have its own provider ID number. The same Federal Employee Identification Number (FEIN) can be used for multiple provider ID numbers.

- A licensee's social security number (SSN) can only be used on one single provider ID number.
- If a licensee wishes to change their tax ID due to obtaining a FEIN, it is considered a new corporation or LLC and thus requires a new AFC license. The licensee must apply for a new license and go through the licensing process. The tax ID update occurs in BITS only. The Tax ID information will not automatically update in Bridges. In order to update the Tax ID information in Bridges, send an email to: MDHHS-Provider-Management@michigan.gov requesting an update to the Tax ID information.

**Provider
Enrollment
Updates**

Any change in information to a licensed facility are updated in BITS by the licensing consultant. BITS will update Bridges with this information overnight. If the adult services worker discovers information that does not match or has concerns regarding inaccuracies with the AFC/HFA provider enrollment, email the Supportive Adult Services Section at MDHHS-Adult-Services-Policy@michigan.gov.